



1198 West Victory Way, Suite 110  
Craig, Co, 81625

**Be advised birth certificates will only be released to the person requesting them.**  
**Please allow 2 business days to process your request. Any certificates not picked up within 2 business days will be mailed to the requestor. All fields must be completed in order to process the application.**

## Application for Certified Copy of Birth Certificate

Colorado has birth records for the entire state since 1910.

### Requestor Information (Print name of person making request)

|   |   |                     |                               |
|---|---|---------------------|-------------------------------|
| First   | Middle  | Last                | Reason Certificate is needed: |
| Mailing Address   | City  | State               | Zip                           |
| Daytime Phone   | ( )   |                     |                               |
| Physical Address  | City  | State               | Zip                           |
| Alternate Phone   | ( )   |                     |                               |
| <p>Pursuant to Colorado Revised Statutes, 1982 ,25 – 118 and defined by Colorado Board of Health Rules and Regulations, applicant must have a direct and tangible interest in the record requested. The penalties for obtaining a record under false pretenses include fine of not more than \$1,000.00, or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118)</p> <p>Please return your request with a photocopy of your <u>driver's license, state ID or passport</u><br/>         (To review the full list of primary and secondary identification, please visit <a href="http://www.cdphe.state.co.us/hs/certs.asp">www.cdphe.state.co.us/hs/certs.asp</a>), or see that ID Requirements list attached.</p> |   |                     |                               |
| <p><b>By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.</b></p>   | <p>Relationship to Registrant (person named on certificate)</p> <p><i>Please submit proof of relationship</i></p> | <p>Today's Date</p> |                               |

### Registrant Information

Information about person whose birth certificate is being requested-please type or print. If adopted, provide adoptive information.

|                             |  |        |  |
|-----------------------------|--|--------|--|
| Full name at Birth          | First  | Middle | Last   |
| Date of Birth               | Month  | Day    | Year   |
| Is this Person Deceased?    | YES  | NO     | If yes, date: ____/____/____                           |
| State Where Death Occurred: | Please provide certified copy of death certificate |        |  |
| Place Of Birth              | City   | County | State  |
|                             |  |        | <b>Colorado ONLY</b>                                   |
| Full Name of Father         | First  | Middle | Last   |
| Full Name of Mother         | First  | Middle | <u>Maiden Last Name (name prior to first marriage)</u> |

### Ways to Order

Apply in Person at either of the above address?

**Monday thru Friday from 8:00 am - 4:00 pm**

Mail in completed application, proof of ID and method of payment to the address above.

### Charges

**\$20.00 is charged even in the event that a certificate is not produced**  
 \$20.00 = search fee & covers cost of 1<sup>st</sup> certified certificate if produced  
 \$13.00 for each additional copy of same record ordered at same time  
 \$13.00 exchange fee

**Certified Mail Extra \$5.00 Charge**

**Mail or Pick-up (please circle one)**

Number of Copies \_\_\_\_\_

